

MANSFIELD SHIRE COUNCIL (MSC) BUSINESS AND COMMUNITY RECOVERY ADVISORY COMMITTEE

Terms of Reference

1. OBJECTIVES

The Business and Community Recovery Advisory Committee (the Committee) is an independent advisory committee to Council.

As part of Council's governance obligations to its community, Council has constituted a Committee to:

- Assist in the design and delivery of a Mansfield Shire Council Business and Community Recovery Plan
- Provide regular industry advice to Council for the informed relief assistance and recovery activities of MSC businesses
- Assist Council to effectively communicate its recovery activities to the business community

2. TERMS OF REFERENCE

General

- (a) The Committee is an endorsed committee of the Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and is therefore independent of management.

The Committee's role is to:

1. Report to Council and provide appropriate advice and recommendations on matters relevant to its purpose in order to facilitate decision-making by Council in relation to the discharge of its responsibilities,
2. Report to and receive feedback from appropriate businesses within Mansfield Shire of non-confidential items discussed by this group.

Membership

- (a) The Committee will comprise a minimum of up to 10 voting members:
- Chair – Mayor
 - 1 Additional Councillor
 - 2 x representatives Mansfield District Business Association
 - 1 x representative Mansfield Producers Group Inc.
 - 1 x representative Licensed Tourism Operator
 - 1x representative from the agricultural sector
 - Up to four external independent persons

- (b)** Non-voting members:
- Mansfield Shire Council CEO
 - Mansfield Shire Council Community Services Manager
 - Recovery Project Officer
 - 1 x representatives Tourism North East
 - Economic Development Assistant to provide administration support to the Committee.
- (c)** Appointments of external independent persons will be made by Council
- (d)** The terms of the appointment will be one year with a possible one year extension
- (e)** All external independent persons will have proven experience within the business or industry and appointments will be in line with the committee skills matrix (see attached).
- (f)** A quorum will be a simple majority of the voting members of the Committee
- (g)** Council will provide secretarial and administrative support to the Committee.

Agenda

- (a)** A schedule of meeting dates will be developed and shared with the members.
- (b)** The Committee will meet weekly until the delivery of the Business Recovery Plan after which meetings will occur monthly.
- (c)** Additional meetings will be convened at the discretion of the Chairperson

Reporting

- (a)** The Committee will, after every meeting, forward the minutes of that meeting to the next Ordinary Meeting of the Council, including a report explaining any specific recommendations and key outcomes.
- (b)** A detailed progress report will be provided to the next Ordinary Meeting of Council outlining the each of the funded projects.

Duties and Responsibilities

- (a)** The following are the duties and responsibilities of the Committee in pursuing its Charter:
- (i)** Provide a report of each meeting to the next Ordinary Meeting of Council, including any recommendations of the Committee in

- regards to the effective delivery of business recovery activities
- (ii) Engage with local, regional and state businesses, agencies, committees and officers to ensure Mansfield Shire Council Business Recovery activities are relevant and generate acceptable levels of uptake
- (iii) Provide and accept advice from local business networks and businesses to ensure a coordinated and informed approach to the delivery of Business recovery across Mansfield Shire

4. CONFLICT OF INTEREST

In accordance with Section 79 of the *Act*, members are required to disclose all conflicts of interest and may not be eligible to vote on a matter or attend a meeting at which the subject of the conflict will be considered, depending on the nature of the conflict.

Members are expected to be aware of the provisions of the *Act* with regard to conflicts of interest and disclosure thereof. Failure to comply with the provisions of the *Act* with regard to conflicts of interest may result in the member's appointment being terminated.

5. CONFIDENTIALITY

All members are expected to be aware of their responsibilities with regard to the confidentiality of information about Council's affairs pursuant to Section 77 of the *Act*. Failure to comply with the provisions of the *Act* with regard to confidentiality may result in the member's appointment being terminated.

6. ATTENDANCE

Attendance at meetings can be in person at a designated meeting place or using electronic technology (eg. ZOOM)